

# **Centennial City Clerk**

## **Monthly Report**

### **March 2013**

<b>Activity</b>
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#### **Boards and Commissions**

No activity in March.

#### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meetings in March. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

#### **Senior Commission**

The Senior Commission met for their monthly meeting on March 12<sup>th</sup>. Co-Chairs, Jim Fleenor and Gail Ploen gave a quarterly update at the March 4<sup>th</sup> City Council Meeting.

#### **Liquor Licensing**

The Liquor Licensing Authority Meeting did not meet in March.

Eleven (11) renewal applications were processed by the Deputy City Clerk in March.

The City Clerk's office received an application for a transfer of a Retail Liquor Store License from Mojo Beau Co, dba Willow Creek Wine and Spirits, 8200 S. Quebec Street #A2, from Panj Aab, Inc.. This application was processed administratively and sent to the State for approval.

Two (2) Special Occasion Alcohol Permit applications were processed and approved by the City Clerk's office in March. The permits were issued for the Large Shelter for events in the upcoming months.

#### **Passports**

Three-hundred and twenty (320) passport applications were accepted and sent to the U.S. Department of State in March. One-hundred and eighty (180) photos were taken.

## Public Records Request

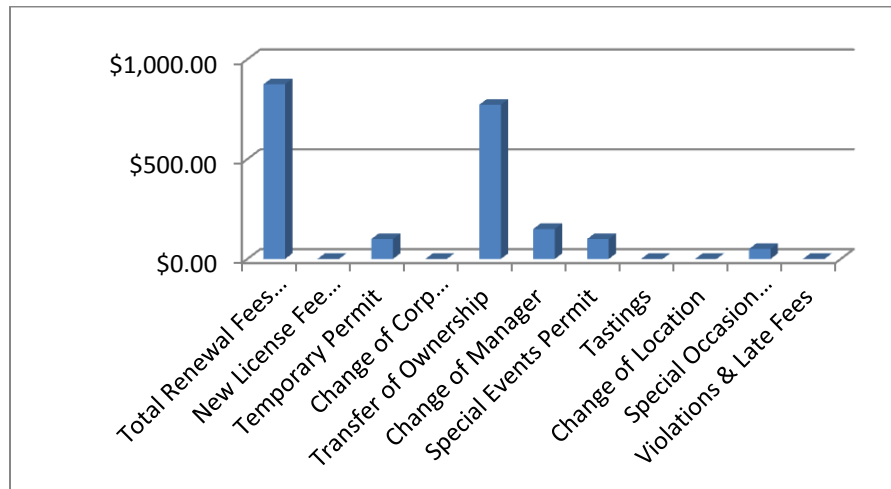
The City Clerk's office processed seven (7) public records requests in March. All requests were completed in a timely manner according to the Colorado Open Records Act.

## Fees

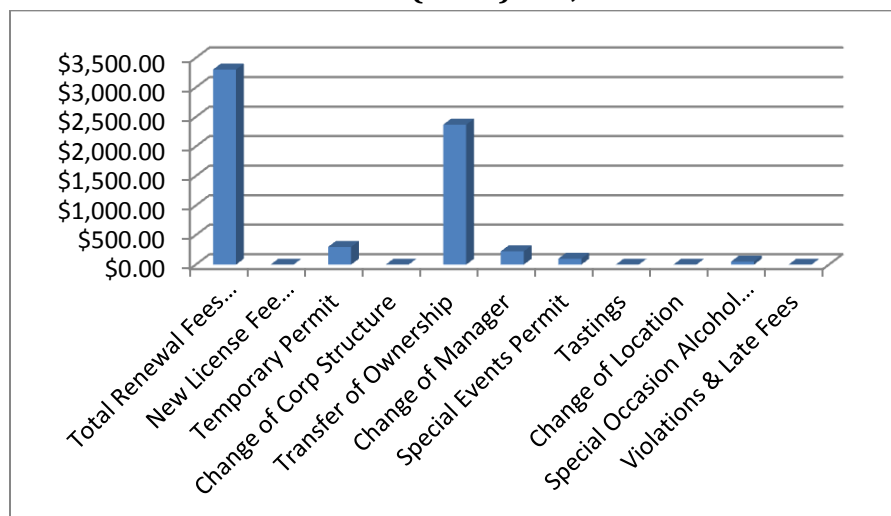
### Liquor Licensing

Total Licensing Fees Collected March 2013: **\$2,047.50**

#### March 2013



#### Year to Date Fees Collected (2013): \$6,348.75



### Passports

Total Passport Fees Collected March 2013: **\$9,800.00**

Execution Fees to the City of Centennial: \$8,000.00

Photo Fees Collected: \$1,800.00

**Public Records Request**

Total Public Records Request Fees Collected March 2013: **\$0.00**

Year to Date Total Fees Collected 2013: **\$0.00**

**Total Fees Collected by the City Clerk's Office Year to Date (2013): \$34,113.75**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$6,323.75</b>	<b>\$0.00</b>	<b>\$27,790.00</b>	<b>\$0.00</b>

<b>Special Projects / Trainings</b>
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The Deputy City Clerk and Records Clerk attended a Liquor Licensing Awareness Training given by the State of Colorado Liquor Enforcement Division in Englewood on March 28<sup>th</sup>.